Calisto P240-M

USB Handset

USER GUIDE

OPTIMIZED FOR Microsoft® Lync™

plantronics®

Welcome

Congratulations on purchasing your new Plantronics product. This guide contains instructions for setting up and using your Plantronics Calisto P240-M USB Handset.

The Calisto P240-M is a high quality USB handset that is optimized for use with Microsoft Lync. By simply connecting the P240-M into the USB port on your PC or laptop, you can make or receive calls and access the communication functions of Microsoft Lync.

Please refer to the safety instructions in the Quick Start Guide for important product safety information prior to installation or use of the product.

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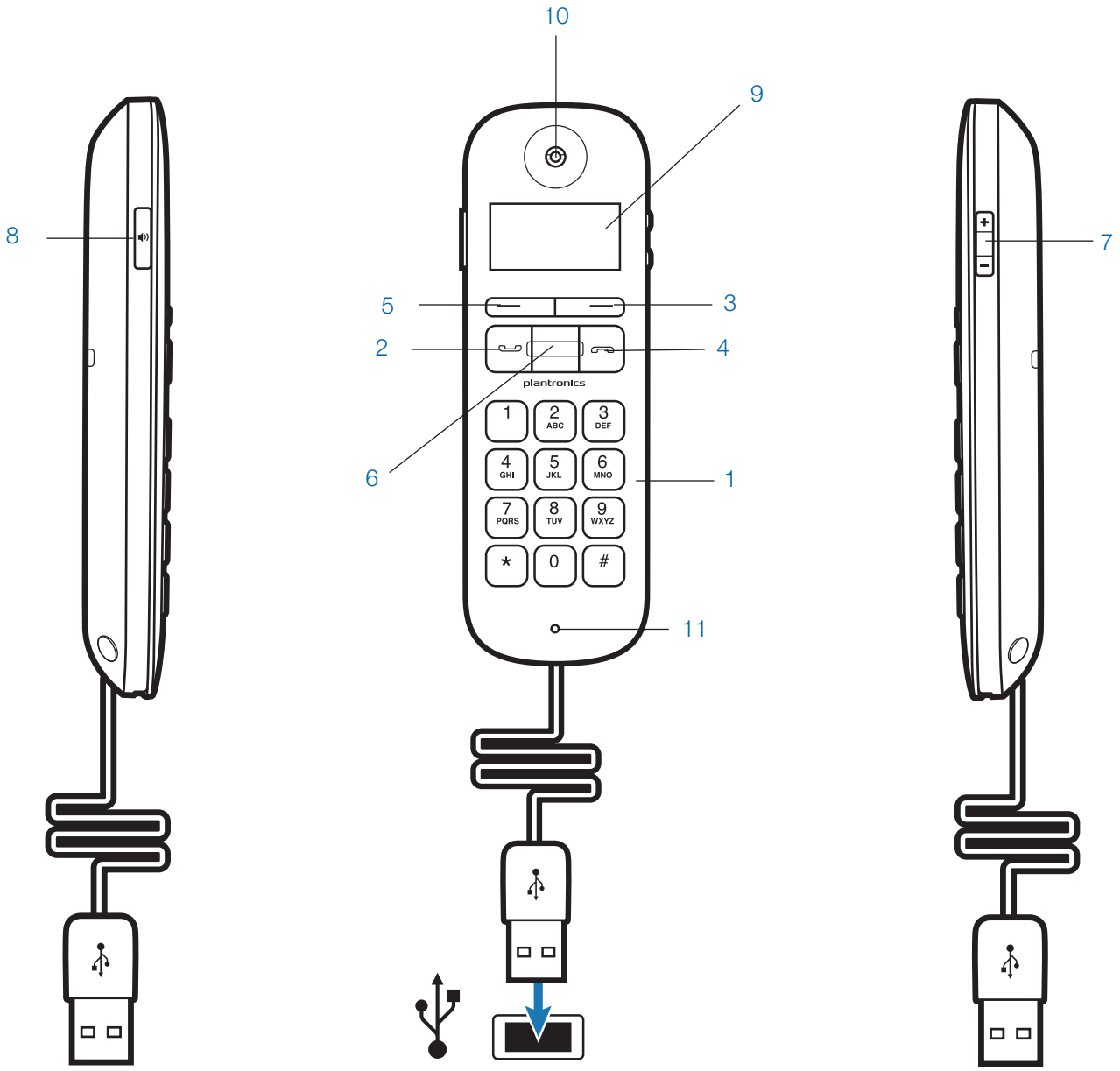
1 Package contents and features



2 Setup

2.1 Connecting USB Phone to PC

1. Connect the P240-M USB cable into any open USB port on your computer. Windows will automatically detect a new device and no additional drivers are necessary.
2. If you are also using another audio device with Microsoft Lync make sure the P240-M is the default device in the Handset or Headset section of the Audio Set Up Tool.

The P240-M has two function keys (3 & 5) just under the LCD. These correspond to the text above them. When pressed they will perform the task above them in the display at the time they were pressed. Their function may change as a result of pressing them.

3 Using Your Calisto P240-M USB Handset

Placing a Call Using Microsoft Office Communicator

1. To place a call using the Microsoft Lync contact list, open the contact list by double clicking the OCS icon.
2. Select the desired number from the list and click the handset icon to the right of the contact's name. The call may ring on the speakers but will transfer to the handset upon answer. The call can be transferred to the handset while dialing by pressing the send/answer (2) button on the handset.

Placing a Call Using the Dial Pad

1. To place a call with the dial pad (1), dial the desired number on the P240-M dial pad and press the green call/answer function key (2).
2. If you make an error while dialing you can edit the number by selecting the back function using the function key (3) under delete on the LCD (9).
3. If you want to clear the number press the call end button (4), this will clear the display.

Answering and Ending a Call

1. To answer a call press the green Call/Answer Function Key.
2. To end a call press the red Call End Function Key.

You can also answer a call using the built in speakerphone by pressing the speakerphone button (8).

Rejecting an Incoming call

To reject a call, press the red call end function key.

Answering a Call During an Active Call

Press the send/answer button (2). This will place the first call on hold & answer the incoming call.

OR

You can place the first call on hold in Microsoft Lync and answer the second call either in Microsoft Lync or by pressing the green call/answer button. You can manage/resume calls with the hold function as usual within Microsoft Lync.

Muting the Microphone

1. To mute the microphone during a call, select the mute using the function key (3) under mute on the LCD. The LCD will display that the handset is muted and a soft beep will be played through the speaker.
2. To unmute the microphone, select the unmute function using the same function key.

Redial

To redial, select menu (3), use the scroll key (6) to highlight redial and select (3). This will dial the last number called.

Adjusting Incoming Volume

During a call to increase or decrease the incoming volume press the + or – buttons (7) on the side of the P240-M. The volume adjustment will display on the LCD.

To adjust the handset volume when not in an active call select menu (5) and use the select key (5) to choose handset volume (using the scroll key (6) will highlight different functions that could be selected). Once selected press the scroll key up or down to adjust and then select OK to save. Pressing back before OK will result in the handset defaulting back to its original setting. Press back after OK will take you back to the menu, pressing back again will take you back to the main screen.

For more adjustment options use the volume control available in Windows or on your softphone application.

Adjusting Call Alert Volume

To adjust the ringer volume when not in an active call select menu (5) and use the scroll key (6) to highlight Ring Tone press select (5) and then use the scroll key (6) to highlight Volume and select (5). Once menu is selected press the scroll key up or down to adjust volume and then select OK to save the setting. Pressing back before OK will result in the handset defaulting back to its original setting. Press back after OK will take you back to the menu, pressing back again will take you back to the main screen.

You can also turn the ringer On or Off by selecting Ringer On/Off from the Ring Tone Menu.

Using the Speakerphone

1. Press the speakerphone key (8). The audio functions will be

transferred to the built in speakerphone in the handset.

2 Press the speakerphone key again and the audio functions will be transferred back to standard handset mode.

Pressing the end key will end the call and return the handset to handset mode for the next call.

To adjust the speakerphone volume when not in an active call select menu (5) and use the scroll key (6) to highlight handsfree volume then press select (5). Once selected press the scroll key up or down to adjust and then select OK to save. Pressing back before OK will result in the handset defaulting back to its original setting. Press back after OK will take you back to the menu, pressing back again will take you back to the main screen

Use caution not to activate the speakerphone when the handset is against your ear. In the event that you do remove the handset from your head. switch back to handset mode before replacing the handset to your ear.

The call alert signal is quite loud, do not hold the handset to your ear while the phone is ringing (second call alert will be much quieter and the handset can be used normally with this beeping).

Placing a call on hold to make a second call

1 Press the send/answer button (2) then call the 2nd number as usual.

2 To end the 2nd call simply press the call end key (4). Press the send/answer key to resume the first calll.

Changing Language Settings

1 The P240-M supports 11 basic languages to change from the default English select Menu (3) and use the scroll keys (6) to highlight Language. Slect Language (3) then use the scroll key (6) to highlight the language you want and press Select (3) to choose that language. Press Back (5) to return through the menu to the main display.

4 Troubleshooting

Handset does not dial out	1. Unplug all Audio Devices from the PC 2. Reconnect the P240-M 3. Choose Set Up Audio and Video from Tools in the Microsoft Lync menu 4. Choose “default Calisto P240-M”
I always get Microsoft Lync dialtone when I press the speakerphone button. I cannot just stream audio through the speakerphone.	The speakerphone button is designed to take Lync off hook when no call is present, to stream audio through the handset speakerphone install Plantronics Spokes software and de-select the option to enable Lync dialtone in the Preferences tab of the Plantronics Control Panel.
I do not get Caller ID	Check the compatibility of your softphone. The P240 does not get Caller ID information from Avaya One-X or Cisco IP Communicator.
I cannot dial out	Check the compatibility of your softphone. Cisco IP Communicator does not support dialing from the P240.
I cannot use the dialpad to navigate menus or enter information while in a call	Check the compatibility of your softphone. Use the softphone keypad, some softphones may not support in call DTMF signaling. Avaya One-X does not support in call DTMF tones from external devices.

NEED MORE HELP?

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